

# EMPLOYMENT CONTRACT

Date (the "Effective Date"):

\_\_\_\_\_

State: \_\_\_\_\_

County: \_\_\_\_\_

This Employment Contract (the "**Contract**") is made and entered into as of the Effective Date by and between the following parties, hereinafter collectively referred to as the "**Parties**" and each individually as the "**Party**":

**EMPLOYER:**

**EMPLOYEE:**

(the "**Employer**"),

(the "**Employee**"),

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Representative: \_\_\_\_\_

Email/Phone number: \_\_\_\_\_

Email/Phone number: \_\_\_\_\_

**SUBJECT OF THE CONTRACT:**

Pursuant to this Contract the Employer shall employ the Employee as a(n) \_\_\_\_\_ [specify job title or position].

The Employee accepts and agrees to such employment and agrees to perform all essential job functions and duties as specified in this Contract and in the Employer's internal policies if any.

The Employee shall have the following job responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLACE OF WORK:**

The Employee shall work:

- at \_\_\_\_\_ (the "**Location**"). The Employee shall not be required to work at a different Location unless the Employee consents in writing to such an arrangement.

- at the places as the Employer deems necessary and appropriate as prior notice to the Employee (the “**Location**”).

**WORKING HOURS:**

The Employee is obligated to exercise their job responsibilities according to the following schedule: *[specify working hours per week/month or other details of Employee’s working schedule]* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PROBATION PERIOD:**

The first \_\_\_\_\_ *[specify period]* of Employee’s employment shall be a probationary period during which the employment may be terminated by the Employer at any time without prior written notice.

**COMPENSATION:**

As compensation for the services provided, the Employee shall be paid:

- an annual salary of \_\_\_\_\_ USD
- an annual salary in accordance with the terms of the Employer’s usual payroll procedures
- \_\_\_\_\_

subject to federal, state, and local withholding pursuant to the applicable laws.

**EXPENSES:**

The Employer agrees to reimburse the Employee for “out-of-pocket” expenses incurred by the Employee during performance of their job responsibilities in accordance with the Employer’s internal policies.

**PAID TIME OFF:**

The Employee shall be eligible for the following paid time off:

- \_\_\_\_\_ days for annual vacation.
- \_\_\_\_\_ days for annual sick leave
- Other

\_\_\_\_\_  
\_\_\_\_\_

The Employee shall be entitled to federal holidays according to applicable laws.

**TERMINATION OF THE EMPLOYMENT:**

- [at-will employment]* During the course of employment, both Employee and Employer have the right to terminate Employee’s employment at any time provided \_\_\_\_\_ days’ written notice of termination.

[*fixed-term employment*] The employment shall end at \_\_\_\_\_, however, the Employer and the Employee may change the duration of employment upon written amendment to this Contract.

Other \_\_\_\_\_

**OTHER TERMS:**

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**NOTICE:**

Any notice under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth herein or to such other address as one party may have furnished to the other in writing or or to emails set forth herein.

**SEVERABILITY:**

The invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision of this Contract.

**GOVERNING LAW AND DISPUTE RESOLUTION:**

This Contract shall be governed by and interpreted in accordance with the laws of \_\_\_\_\_ State, and any disputes arising out of or in connection with this Contract shall be exclusively resolved by the courts of \_\_\_\_\_ State.

**IN WITNESS WHEREOF**, the Parties have executed this Contract as of the Effective Date, with full knowledge of its content and significance and intending to be legally bound by the terms hereof.

**Employer's Name and Signature:** \_\_\_\_\_

**Employee's Name and Signature:** \_\_\_\_\_